

BENENDEN VILLAGE TRUST

Report of activities for March and April 2020

Following Covid-19 guidance Trustees have not met, and business and decision making has been conducted through email communication. Any decisions made require majority or unanimous agreement.

Full reports on each item had been circulated and this report forms a set of minutes and will be retrospectively signed at the next full meeting.

1. Village Hall

- Village Hall reports covering the period 1st January to 31st March 2020 were circulated.
- It was agreed to close the Village Hall on 21st March to protect staff and the community from Covid-19.
- Hall staff have been using the time during closure to improve on things physically, digitally and systemically.
- The Hall Manager is looking into online accounting software to aid in more accurate and efficient record keeping.
- The Hall will be losing a major portion of its income and it is currently unclear how long the Hall will need to remain closed. Upon re-opening, social distancing measures may remain which limit functionality of the hall with regards certain events and classes.

2. Children's Play Areas

- The playgrounds were closed on 24th March.
- Julie Lewis had started to make progress in getting a group together to start moving forward with the Iden Green playground. This is on hold until restrictions are lifted.
- Memorial benches in the name of Peter Cooper have been installed at Benenden and Iden Green Recreation Grounds.

3. St George's

- Both the Club and Pre-School are currently closed, and no rent is being charged. Both organisations thank Trustees for their understanding.
- A number of water, heating and electrical issues at the Cottage have been remedied.
- Issues of dampness around the chimney need to be identified and resolved.
- Fire Risk Assessment/Health and Safety Audit : The Property Group met on 14th February to discuss the reports, some action had been taken and further work still required. This will be monitored once the Club and Pre-School reopen.

4. Property Strategy

- Notes of the Property Group meeting held on 14th had been circulated.
- Any action is currently on hold until restrictions are lifted.

5. Sustainability of BVT facilities and activities

- Despite a number of efforts to engage parishioners only 23 questionnaire responses were received.

- RS has started the analysis of the Questionnaire responses.

6. Grounds Maintenance

- The Trust's main contractors (Thompsett Landscaping) are operating as normal at the moment, and mowing is continuing.
- There a number of ongoing grounds maintenance items currently being looked into.

7. Finance

- CL has produced a draft statement of accounts for year-end 31st March 2020.
- JVS is working on the Annual Report.
- It is hoped to have the Annual Report and Financial Statement complete by 1st June.

8. Staffing

- All staff are currently being paid to work their contracted number of hours.
- Integrated Policy on Maternity, Adoption, Paternity and Parental Leave and Pay was unanimously agreed.
- Jen Gurr is due to start maternity leave when her baby is born, expected to be around the end of May.

9. Meeting Dates

- The meeting scheduled for 11th May is cancelled.
- Subject to any prevailing guidance and restrictions, a Trustee meeting will be held on 1st June, 7pm.
- Subject to any prevailing guidance and restrictions, a Trustee meeting will be held in August.
- Subject to any prevailing guidance and restrictions, the AGM will be held in September.
- If Covid restrictions are still in force, AGM paperwork will be emailed to all members in August, including electronic nomination and election of Trustees. The principles and provision for this will be considered at the June meeting.